

Core Financial Systems Initiative

Kick Off Meeting

February 5, 2014



Agenda

- Welcome & Introductions (10 min)
- Project Overview (10 min)
- Steering Committee Member Expectations (15 min)
- Project Status (10 min)
- Recap & Next steps (10 min)

Purpose

- Welcome you to the team
- Orient you to your role
- Get you up to speed on project status and progress to date



Project Background

Phase One of the Core Financial Systems (CFS) Initiative seeks to achieve the following outcomes:

- Develop a business case for Enterprise Resource Planning (ERP)
 - Benefits Summary
 - Phasing Approach & Schedule
 - Cost Model
 - Funding Approach
- Perform an organizational readiness assessment
- Identify business process transformation needs and prioritization
- Communicate intentions and status to stakeholders and build support for the project
- Prepare a decision package for the 2015-2017 budget

Representative Systems		
System	Function	Install Date
Agency Financial Reporting System (AFRS)	G/L accounting	1984
Transportation Reporting and Accounting Information System (TRAINS)	DOT financial management	1991
Solomon IV	Statewide accounts receivable system	1997
Capital Asset Management system (CAMS)	Capital asset management	1991
Cost Allocation System (CAS)	Cost accounting	2003
Washington Electronic Business Solution (WEBS)	Vendor registration and bid notification	2003
Enterprise Contract Management System (ECMS)	Contract management	2007

Approach



Governance Framework

- Formalize roles and responsibilities for governing bodies
- Operationalize governance



Stakeholder Engagement

- Build awareness with agencies
- Communicate project progress to stakeholder groups



Readiness Assessment

- Agencies understand, accept, and support the need for the assessment
- Evaluate the level of preparedness for each Agency, and state government as a whole, to carry out a systems replacement of this scale



Strategy & Action Plan

- Key decisions are identified and made through the governance framework
- Strategy takes into account priority of business needs, readiness gaps, project phasing, and other implementation challenges



Business Case

- Case for change is documented, understood, and accepted
- Develop a bottoms up analysis on the business case based on previous experience

Scope

In Scope

The scope of work is specific to the assessment and planning phase only:

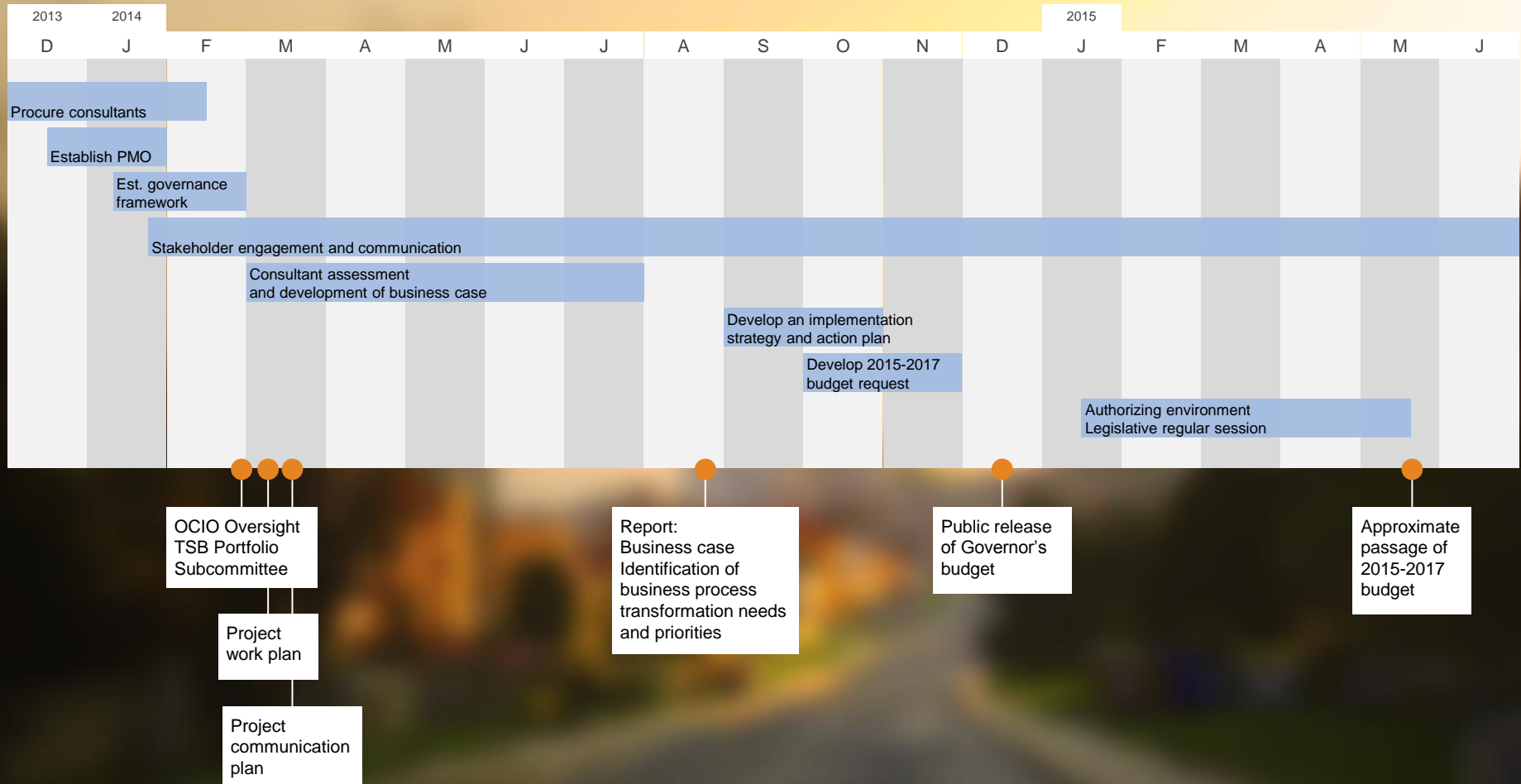
- Establish and lead the Project Management Office (PMO) and have primary project management responsibility for managing the planning, design, development, communication, and implementation of the project
- Provide oversight and coordination of all PMO activities
- Establish a governance framework
- Execute stakeholder engagement plan and communication plan
- Conduct a statewide readiness assessment
- Develop an implementation strategy and action plan
- Refining the business case

Out of Scope

Subsequent phases are out of scope for this initial planning project including:

- Procurement of an ERP vendor
- Defining detailed requirements
- Business transformation implementation including system, process, and people

DRAFT Timeline



Governance Framework

Governance

Executive Sponsors

- Michael Cockrill (OCIO)
- Tracy Guerin (OFM)
- Lynne McGuire (DES)
- Wolfgang Opitz (TRE)

Project Director

Denise Doty
Project Director

Project Management Office

Heide Cassidy (Point B)
Project Manager

Daniel Hoang (Point B)
Deputy Project Manager

Executive Steering Committee

- Amy Arnis (DOT)
- Michael Cockrill (OCIO)
- Denise Doty (OFM)
- Tracy Guerin (OFM)
- Tom Jensen (LEAP)
- Ernie LaPalm (LNI)
- Kathy Marshall (DSHS)
- Lynne McGuire (DES)
- Jim Odiorne (OIC)
- Wolfgang Opitz (TRE)
- Shad Pruitt (TRE)
- Ramsey Radwan (AOC)
- Vikki Smith (DOR)
- Joe Stohr (DFW)
- Kelly Wicker (GOV)
- Lenny Young (DNR)

Technology Services Board

- Michael Cockrill (OCIO)
- Karen Fraser (Senator)
- Zack Huggins (Representative)
- Bill Kehoe (King County CIO)
- Kris Kutchera (Alaska Airlines)
- Butch Leonardson (BECU)
- Chad Magendanz (Representative)
- Paul Moulton (Costco)
- Rob St. John (CTS)
- Bernard Warner (DOC)

External Advisors

- Members TBD

Stakeholders

Deputies

Tracy Guerin
Monthly Cabinet Deputies
Quarterly All Deputies

Financial Management Advisory Council

Pat Sanborn (OFM) & Dan Contris (DOR)
Monthly

Personnel / Payroll Association

Steve Nielson (OFM)
Monthly executive
Quarterly all

Office of Financial Management Statewide Accounting

Chief Information Officers Forum

Michael Cockrill
Monthly

Procurement Customer Advisory Committee

Department of Enterprise Services – Information Technology

Other

Small Agency Cabinet
HR Advisory Group
Separately Elected

Project Roles & Responsibilities

Role	Responsibilities
Executive Sponsors	<ul style="list-style-type: none">▪ Owns the Project▪ Sets vision and cultural compass for the project▪ Manages key executive relationships and engages agencies behind the project▪ Deflects outside demands from the project
Executive Steering Committee	<ul style="list-style-type: none">▪ Offers perspective and insight representing the agency's perspective▪ Provides assistance with resources and support▪ Represents constituents in Steering Committee meetings▪ Engages with respective agency contacts, partners and constituents▪ Champions project direction, objectives, and outcomes
Project Director	<ul style="list-style-type: none">▪ Liaison to Executive Sponsors▪ Manages key agency relationships and engages agencies behind the project▪ Directs Agency activities around the project▪ Balances project commitments with operations
Project Manager Deputy Project Manager	<ul style="list-style-type: none">▪ Controls execution of project plan, task assignments, and resources▪ Executes stakeholder engagement plan and monitors effectiveness of engagement▪ Determines completion of deliverables▪ Identifies and analyzes issues for resolution▪ Responsible for day-to-day management of assessment vendor
Stakeholder Groups (e.g., CIO Forum, Deputies Meeting, etc.)	<ul style="list-style-type: none">▪ Provides assistance with resources and support in a timely manner▪ Offers subject matter expertise on key issues▪ Connects the project and assessment teams with the appropriate contacts

Steering Committee Expectations

- Your time through December (No proxy)
- Monthly meeting and ad hoc if needed
- Represent on behalf of your agency/agencies from the business perspective but be willing to look at things from a government perspective
- Provide resources and short-term personnel during the project
- Make connections to the project with your relationships
- Explain the results to your stakeholders
- Be open and transparent

Project Update

- Project Director
- PMO
 - Staffing
 - Governance
 - Project Management & Controls
- Assessment Vendor Procurement



Recap and Next Steps

Summarize actions and next steps